



**APPLICATION GUIDELINE FOR TARGETED BROWNFIELDS  
ASSESSMENT ASSISTANCE IN NORTH DAKOTA**  
NORTH DAKOTA DEPARTMENT OF HEALTH  
DIVISION OF WASTE MANAGEMENT  
918 E. Divide Ave., 3rd Fl., Bismarck, ND 58501-1947  
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North Dakota Department of Health, Division of Waste Management, is currently providing Phase 1, Phase 2, or other specific site assessment assistance at selected Brownfield properties. To request the Department's assistance for site assessments, interested parties must submit an assessment request which includes the information identified below. Applicants will be contacted after the Department reviews the request. The site assessment request should include the following information, if available:

1. **Contact Person**

- Provide name
- Telephone number
- Fax number
- Postal address
- E-mail address

2. **Site/Project Location**

- Provide the site name and address, including city, county, zip code, and total acreage.
- If available, provide a map of the site (preferably its latitudinal and longitudinal location on a USGS topographical quadrangle map).
- Provide amount of delinquent property taxes (if any).
- Provide assessed value of the property.

3. **Site History and Current Status**

- Briefly describe the known past and current uses of the site.
- Describe local/state/federal regulatory involvement at the site (e.g., whether the state has already invested funds in the property or if there is an ongoing or planned state/federal enforcement action at the site). Information should include whether or not there has ever been a response action taken at the site either under CERCLA or RCRA.
- Describe environmental conditions, including level and type of contamination (if known), and a summary of any known past environmental investigations.
- Summarize past and present developer interest.
- Describe past, current, and future ownership status. If property is not owned by applicant, describe how applicant anticipates obtaining access to property in order to conduct assessment activities.

4. **Project Period and Budget**

- State the desired project completion time period and schedule.
- Provide a budget page showing a breakdown of assessment activities and estimated costs.

5. **Assurance of Future Redevelopment of the Site**

- Describe how the site ownership will be controlled, i.e., publicly owned either directly by a municipality or through a quasi-public entity such as a community development corporation. Privately owned sites need to provide a substantial public benefit or a clear means of how the Department's expenditures will be recouped either through an agreement or lien.
- Describe the roles of all other key stakeholders in the project, i.e., community organizations, state involvement, city involvement, etc.
- Describe efforts directed toward community involvement, i.e., is the community aware of the project and do they support the proposed redevelopment? If community is not aware of the project, what are the plans to involve the community?
- Identify cleanup funding sources, i.e., direct or leveraging of funds and availability of financial incentives such as TIFs.
- Describe redevelopment plans, i.e., the desired future use of the site, the likelihood of redevelopment, and how the site fits within overall redevelopment plans.
- List any commitments in place that provide evidence that this site will be cleaned up and redeveloped, and is capable of becoming an operating business that provides jobs for the community or will become an asset to the community.

6. **Benefits**

- Explain how site revitalization will serve to spur further beneficial activities at nearby locations.
- Describe how site redevelopment will benefit the community.
- State whether a direct health/environmental threat will be mitigated.